CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Unarchiving an EMT or AEMT Record	Number: 650-80
Effective Date: 12-14-2020	

PURPOSE:

To unarchive an EMT/AEMT record that is expired/archived or was archived in error, in order to reinstate the EMT/AEMT certification.

REGULATION GUIDANCE:

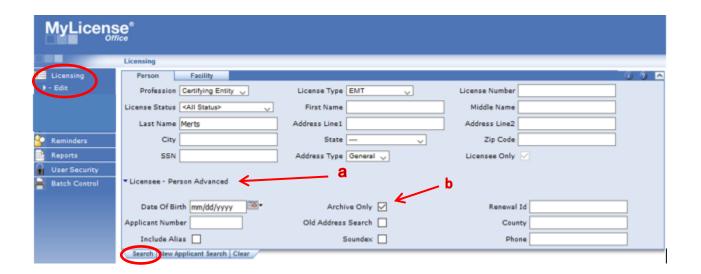
According to Section 100344 of Chapter 10, a certifying entity is required to enter certification into the Registry for each certification applicant no later than 14 calendar days from the date the applicant successfully meets the certification requirements.

REFERENCE:

- Chapter 10: California EMT Central Registry, Section 100344
- Chapter 2: Emergency Medical Technician
- Chapter 3: Advanced Emergency Medical Technician
- Procedure 650-68 Reinstating an Expired EMT Certification

PROCEDURE:

 Search in Licensing Edit shown in the example below. Click on License -Person Advanced (a), check the Archive Only box (b) then enter the Name or SSN or Applicant # and click Search.

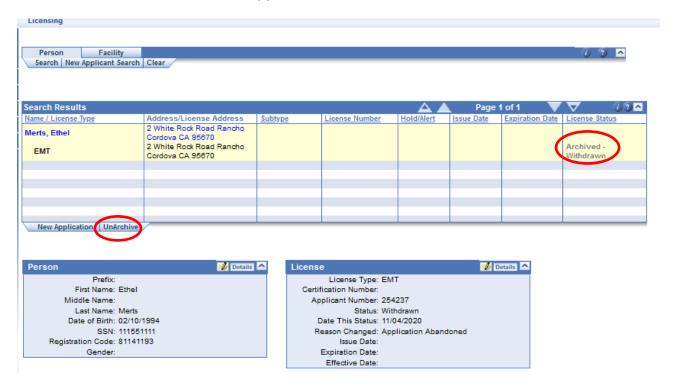


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2. The record will pull up if it is archived. You will see the "Archived – Withdrawn" in the column License Status. Click on the UNARCHIVE tab below the Search Results panel to unarchive this record. It will now show in the public look up. You may now Add a New Application to this person record or leave it unarchived if it was not an erroneous application.



You have completed the process of unarchiving an EMT record. You may follow the procedure for Reinstating an EMT certification.